



City of Branson

*Where Values Are The Difference*

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# VACANCY NOTICE

**Job Title:** MAINTENANCE WORKER II–Water Distribution/Sewer Collection; Utilities Department  
**Opening Date:** Immediate; position is open to internal and external applicants  
**Closing Date:** Friday, April 8, 2011; 4:30 p.m.  
**Work Hours:** Monday – Friday 7:30 a.m. to 4:00 p.m.; hours may vary, including call-out after normal business hours  
**Beginning Salary:** \$15.2335/hourly

**POSITION SUMMARY:** This person is responsible for serving as a lead person for one or more crews engaging in performing maintenance and repair of sewer collection systems including lines, manholes, force mains, and related components. Skills are required in pipe installation and repair, equipment operation, and pump operations. This person will work in all types of outdoor environments and adverse weather conditions. This position works under general supervision with work reviewed for results achieved and is supervised by a Supervisor II or Supervisor III.

**MINIMUM QUALIFICATIONS:** High School graduate or GED equivalent. Must be 18 years of age. Three years experience in water distribution and sewer collection systems maintenance, repair and installation, or related experience; five years experience in a leadership position preferred. Possession of a minimum Class B CDL with air brake endorsement; tanker endorsement is preferred. Possession of a Missouri State Water Distribution I Certificate of Competency preferred or must be obtained within 18 months of hire. Applicant must successfully complete a background investigation and pre-employment substance abuse testing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Performs lead work by assigning tasks, training of tasks, determining methods and tool types, enforcing safety requirements. Provides methods to improve productivity and efficiency. Works with outside contractors and city staff to coordinate projects for system extensions, maintenance and repair. Performs preventative maintenance and minor repairs on equipment including, pumps, vacuum machines, rodding machines, flushing machines, sewer lines, valves, trucks, generators, air compressors, and buildings. Maintains records and forms and submits reports as required. Monitors work of subordinates for adherence to established schedules and conformance with instructions. Employee may be required to lift, carry, push and/or pull up to 100 pounds.

**To be considered for this position, a completed City Application, Supplemental Questionnaire, and Request for Criminal Record Check Form must be submitted to the City of Branson Personnel Dept., 110 W. Maddux St., Ste. 315, Branson, MO 65616.** For a copy of the full job description, or to obtain all necessary application materials, please contact the City of Branson Personnel Department. This information is also available for download at [www.bransonmo.gov](http://www.bransonmo.gov) under the employment tab. Applicants are required to complete a separate City Application, Supplemental Questionnaire, if applicable, and Request for Criminal Record Check Form for each posted vacancy. Applications submitted for no particular vacancy are retained on active file for one year and may be used only once. This position will be filled based upon qualifications and without any preference to applicants of one gender over another.

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*The City of Branson is an Equal Employment Opportunity Employer and, therefore, does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, military status, age, disability, political opinions or affiliations, or any other characteristic protected by law, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government. A copy of the City of Branson's EEOP short form may be obtained from the Personnel Department by request. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment in accordance with the Immigration Reform Act. In accordance with the Americans with Disabilities Act (ADA), a position description outlining the essential job functions for each of the vacancies listed below is available for review and reasonable accommodations for the application and testing processes will be made upon request.*

*The City of Branson has an Employee Tobacco Free Policy. Employees will not be allowed to utilize tobacco products while on regular paid time, including any paid break times. This includes smokeless tobacco products.*

**City of Branson, Personnel Department, 110 W. Maddux Street, Suite 315, Branson, MO 65616  
417-337-8555 – Phone, 417-337-5466 – Fax, [personneldept@bransonmo.gov](mailto:personneldept@bransonmo.gov) - Email**